

**From:** [R6HarveyFSC](#)  
**To:** [R6HarveyInfo](#)  
**Subject:** FW: Michael Nelson 2nd Request for People Plus information regarding Overtime for Urgent Harvey-related Health and Safety Activities  
**Date:** Saturday, September 9, 2017 3:23:55 PM  
**Attachments:** [OVERTIME APPROVAL HARVEY PP20.pdf](#)

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**From:** Nelson, Michael  
**Sent:** Saturday, September 9, 2017 3:23:51 PM (UTC-06:00) Central Time (US & Canada)  
**To:** R6HarveyFSC  
**Cc:** McFarland, Verne; Gomez, Kendra; Johnson, Peggy; Lambert, Marilyn; Schumacher, Donna; Contreras, Robert  
**Subject:** RE: Michael Nelson 2nd Request for People Plus information regarding Overtime for Urgent Harvey-related Health and Safety Activities

I still have not been provided with any information regarding the entering of overtime worked in People Plus relating to Hurricane Harvey response.

My Request for Overtime Authorization approved 09/07/2017 by James McDonald is attached.

Can anyone please provide me with instructions to include any site/work codes for People Plus? Also needed is "MA number" that Robert Contreras mentions below.

This lack of this information is puzzling as Kendra seems to have been provided appropriate People Plus accounting information immediately and with no inquiries needed on her part. Kendra and I were both directed by our supervisor to work overtime (if needed) at the same time, last Wednesday.

This could become a time sensitive issue as our People Plus timecard submission is due this coming week.

Thanks

**Michael Nelson**  
Support Services Specialist  
Operations Support & Security Branch  
U.S. EPA Region 6  
1445 Ross Ave. Suite 1200  
Dallas, TX 75202  
(214) 665-6551

**From:** Nelson, Michael

**Sent:** Thursday, September 07, 2017 10:59 AM

**To:** R6HarveyFSC <R6HarveyFSC@epa.gov>

**Cc:** McFarland, Verne <McFarland.Verne@epa.gov>; Gomez, Kendra <gomez.kendra@epa.gov>

**Subject:** FW: Michael Nelson Overtime for Urgent Harvey-related Health and Safety Activities

Hi Lisa. Please see Robert Contreras email below regarding Pay Cap; I have been approved to work overtime relating to Harvey Response. Thanks.

**Michael Nelson**

Support Services Specialist

Operations Support & Security Branch

U.S. EPA Region 6

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**From:** Contreras, Robert

**Sent:** Thursday, September 07, 2017 10:48 AM

**To:** Johnson, Peggy <[Johnson.Peggy@epa.gov](mailto:Johnson.Peggy@epa.gov)>; Nelson, Michael <[Nelson.Michael@epa.gov](mailto:Nelson.Michael@epa.gov)>; Lambert, Marilyn <[Lambert.Marilyn@epa.gov](mailto:Lambert.Marilyn@epa.gov)>

**Cc:** Gomez, Kendra <[Gomez.Kendra@epa.gov](mailto:Gomez.Kendra@epa.gov)>; McFarland, Verne <[McFarland.Verne@epa.gov](mailto:McFarland.Verne@epa.gov)>; R6HarveyFSC <[R6HarveyFSC@epa.gov](mailto:R6HarveyFSC@epa.gov)>; Contreras, Robert <[contreras.robert@epa.gov](mailto:contreras.robert@epa.gov)>

**Subject:** RE: Overtime for Urgent Harvey-related Health and Safety Activities

Mr. Mike,

You need to email R6HarveyFSC which is the RRC on the 8<sup>th</sup> floor. They will submit your name to HR to lift your Pay Cap and should provide you with do and don'ts. After that they submit your name to me and the MA number that you should be using.

Ms. Kendra, on September 6, 2017, the MA 06L0X13 was added into your PPL favorites.

Robert Contreras

Region 6

Budget & Accounting Section (6MD-CB)

214-665-7485

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**From:** Johnson, Peggy

**Sent:** Thursday, September 07, 2017 10:02 AM

**To:** Nelson, Michael <[Nelson.Michael@epa.gov](mailto:Nelson.Michael@epa.gov)>; Lambert, Marilyn <[Lambert.Marilyn@epa.gov](mailto:Lambert.Marilyn@epa.gov)>; Contreras, Robert <[contreras.robert@epa.gov](mailto:contreras.robert@epa.gov)>  
**Cc:** Gomez, Kendra <[Gomez.Kendra@epa.gov](mailto:Gomez.Kendra@epa.gov)>; McFarland, Verne <[McFarland.Verne@epa.gov](mailto:McFarland.Verne@epa.gov)>  
**Subject:** RE: Overtime for Urgent Harvey-related Health and Safety Activities

Has Robert Contreras set you up with the site/work codes that are needed to apply the time against? Then you would enter a separate line on your timecard with overtime with the selected site id and add the overtime on the day worked.  
If this did not cover what you were wanting, let me know.  
Peggy

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**From:** Nelson, Michael  
**Sent:** Thursday, September 07, 2017 9:43 AM  
**To:** Johnson, Peggy <[Johnson.Peggy@epa.gov](mailto:Johnson.Peggy@epa.gov)>; Lambert, Marilyn <[Lambert.Marilyn@epa.gov](mailto:Lambert.Marilyn@epa.gov)>  
**Cc:** Gomez, Kendra <[Gomez.Kendra@epa.gov](mailto:Gomez.Kendra@epa.gov)>; McFarland, Verne <[McFarland.Verne@epa.gov](mailto:McFarland.Verne@epa.gov)>  
**Subject:** FW: Overtime for Urgent Harvey-related Health and Safety Activities

Marilyn or Peggy

Can you provide Kendra and me instructions for entering overtime in People Plus for work that is related to the Hurricane Harvey response? (Both Kendra and I have been approved to work overtime if needed.)

Thanks!

**Michael Nelson**  
Support Services Specialist  
Operations Support & Security Branch  
U.S. EPA Region 6  
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(214) 665-6551

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**From:** McFarland, Verne  
**Sent:** Wednesday, September 06, 2017 10:18 AM  
**To:** Nelson, Michael <[Nelson.Michael@epa.gov](mailto:Nelson.Michael@epa.gov)>; Gomez, Kendra <[Gomez.Kendra@epa.gov](mailto:Gomez.Kendra@epa.gov)>  
**Subject:** Overtime for Urgent Harvey-related Health and Safety Activities

I spoke with James about the ongoing need for after-hours or weekend Health and Safety work that may be required for review and approval of Hurricane Harvey deployment requests, safety equipment requisitions, etc. He has approved this for both of you. Please submit a request for O/T for ten hours each for this pay period, and continue to do so for future pay periods until we get

through this urgent period of deployments. Adjust the number of requested hours as you see the need, but of course, the actual number must be reported on the form at the end of the pay period and it must match the entries in People Plus. It is my understanding that if you receive a request and must spend over 15 minutes working on it, you are entitled to 2 hours of O/T, but I suggest that you verify this with HR to be sure you know what and how to claim this. Also, check with Marilyn or Peggy on the O/T time accounting code to use, as it is specific to the Harvey response action, and on how to be sure that it is funded properly with the Harvey response funds.

This way, in the event you are called after hours or on weekends with an urgent request from the REOC, you are authorized to work the overtime. Please let me know if you have any questions.

Thanks.

**Verne McFarland**  
**Chief, Enterprise Operations Branch**  
**EPA Region 6**  
**Desk: 214-665-6617**  
**Cell: 214-505-2876**